



**Solicitation Information
February 12, 2013**

RFP# 7461225

TITLE: National Core Indicators

Submission Deadline: Thursday, March 21, 2013 @ 10:00 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **Wednesday, March 6, 2013 @ 12:00 AM Midnight (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

SECTION 1: INTRODUCTION	3
SECTION 2: BACKGROUND	4
Overview.....	4
Purpose	5
SECTION 3: SCOPE OF WORK	6
Project Description—National Core Indicators	6
Participation Costs	8
NCI Surveys and Survey Process.....	8
Target Population:	8
Adult Consumer Survey	8
Goals.....	10
Specific Activities / Tasks	10
Requirements	10
SECTION 4: TECHNICAL PROPOSAL.....	11
Contract Terms	12
Additional Applicant Criteria	13
SECTION 5: COST PROPOSAL.....	13
SECTION 6: EVALUATION AND SELECTION	13
SECTION 7: PROPOSAL SUBMISSION	15
RESPONSE CONTENTS.....	15
CONCLUDING STATEMENTS.....	16

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH), hereinafter referred to as the Department, Division of Behavioral Healthcare Services (DBH) is soliciting proposals from qualified firms to administer the National Core Indicators to Developmentally Disabled participants and their families. This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those applicants who have submitted proposals.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

SECTION 2: BACKGROUND

Overview

The U.S. Department of Health and Human Services Administration on Developmental Disabilities (ADD) recognizes the critical role that performance and outcome data play in the management, operation and funding of state developmental disabilities systems. ADD is taking an unprecedented step in building the capacity of state developmental disabilities (DD) agencies to gather vital information on service outcomes through the National Data Measurement Project and the adoption of the National Core Indicators (NCI) as the uniform dataset to use for this purpose. Through this project, funding is being made available to assist state DD agencies in covering the costs of the first year of data collection with the expectation that the state will continue to participate in NCI in subsequent years.

Purpose

The purpose of this funding opportunity is to assist states in managing and improving the quality of services furnished to individuals with intellectual and developmental disabilities (ID/DD) and their families through the use of valid and reliable data on performance and outcomes. Currently, 28 states and 24 counties or state regions gather and utilize NCI data to assist in service management and policy planning, meet CMS waiver program assurances, and track key individual and system outcomes (See *NCI Program Description*). The goal of this project is to extend participation in the NCI program to all 50 states, the District of Columbia and the U.S. Territories by supporting their ability to gather NCI data during the most costly first year of implementation and operation.

The decision to expand the availability of system performance data across all 50 states and the District of Columbia will strengthen the ability of states to administer key long term support programs for people with developmental disabilities (DD). It will also facilitate collaboration between state DD agencies and the ADD funded Developmental Disability Network and assist them with the identification of service delivery trends, policy planning and the development of mutual strategies to improve the well-being of those receiving services across the country.

Following are several factors that underscore the importance of gathering valid and reliable information on state developmental disabilities system performance, service quality and individual outcomes at this time.

- Documenting Service Strengths and Needs. The stagnating economy and high unemployment nationwide have depressed state revenues while increasing demands for public supports and individual assistance. State developmental disabilities agencies are under growing pressure to serve greater numbers of people at less cost, to identify the outcomes of the supports that are delivered and to demonstrate the impact that a potential diminution of services and supports may have on participants.
- Meeting Federal Medicaid Requirements. During the past five years, the Centers for Medicare and Medicaid Services (CMS) have intensified requirements regarding the generation of evidence by states on the performance of their waiver programs. Version 3.5 of the 1915(c) Medicaid Waiver Application and Technical Guide requires states to develop Quality Improvement Strategies that include performance measures for all waiver assurances. CMS currently is updating the evidence requirements in the Interim Procedural Guidance which will further delineate requirements regarding performance measurement, remediation and quality improvement.
- Planning Public Policy. Individual and systems level data on service performance and outcomes plays a critical role in the planning, development and implementation of sound public policy and practice.
- Managing State DD Agency Programs. The expansion of home and community based supports for people with developmental disabilities makes it increasingly difficult to monitor the quality of services at the state and sub-state level, particularly in rural areas.

Public managers must lean increasingly on valid and reliable data that measure and assess all aspects of individual and system performance.

- Aligning System Priorities with Desired Outcomes. Performance data on service outcomes, particularly those that are meaningful to people with disabilities such as choice, relationships, community participation and employment, make it possible to determine the extent to which the values that underpin the Developmental Disabilities Act, and state laws are manifest in the lives of those served.

SECTION 3: SCOPE OF WORK

Rhode Island's Department of Behavioral Healthcare, Developmental Disabilities and Hospitals, (BHDDH) funds and provides care coordination to participants with Developmental Disabilities. However, most of the services are funded through 40 licensed providers who can be paid for support coordination, residential support services, community based services, day program services, respite services, transportation and professional services. This RFP is requesting a qualified firm to administer surveys to participants and their families with Developmental Disabilities. These surveys will measure consumer outcomes that will be used to evaluate the quality of services being provided to participants with Developmental Disabilities.

The Department has approximately 4000 developmentally disabled adult participants in its system. 3600 are funded by Medicaid and receive services as mentioned above. Approximately one year ago the Department made a major transformation in the funding and delivery of services through the implementation of Project Sustainability. This project provided equity across the system, required fee for services billing and assured participants the same choice for the same service at any licensed provider. The Department also initiated new licensing regulations that provided specific regulations that further protected the health and safety of the participants and provided regulations that would assure quality care.

Along with Project Sustainability and the issuing of new licensing regulations, the Department implemented the Supports Intensity Scale (SIS) which is a standardized assessment tool designed by the American Association on Intellectual and Developmental Disabilities (AAIDD) to measure the pattern and intensity of supports that an adult with a developmental disability requires to be successful in a community setting. The tool is administered by a certified SIS worker and is administered with two or more people who know the person well. The tool, which is used in other states and internationally, will be used to identify levels of care with commensurate resource allocations.

This application solicitation is designed to continue to advance all of the changes over the past year and provide consumer outcomes that promote quality of care and life for the participants

Project Description—National Core Indicators

In December 1996, the National Association of State Directors of Developmental Disabilities Services (NASDDDS), in collaboration with Human Services Research Institute (HSRI), launched the Core Indicators Project (CIP). The aim of CIP was to support state developmental

disabilities authorities in developing and implementing performance and outcome indicators as well as related data collection strategies that would enable them to set benchmarks and measure service delivery system performance. This effort, now called National Core Indicators, or NCI, strives to provide states with sound tools in support of their efforts to improve system performance and thereby to better serve people with developmental disabilities and their families. The Association's active sponsorship of NCI facilitates states pooling their knowledge, expertise and resources in this endeavor.

In 1997, 15 states convened to discuss the scope and content of a potential performance measurement framework, one that could be shared across states. Directors and staff from these 15 states worked to identify the major domains of performance, the sub-domains of each, indicators, measures, and data sources. The original 61 indicators, developed through a consensus process, were intended to provide a system-level "snapshot" of how well each state was performing. The states were guided by a set of criteria designed to select indicators that were (a) measurable, (b) represented issues the states had some ability to influence, and (c) were important to all individuals they served, regardless of level of disability or residential setting.

During this initial phase, data collection protocols were developed and field-tested, including a face-to-face Adult Consumer Survey (for individuals age 18 and older who are receiving services) and a mail-out Adult Family Survey (for families who have an adult family member living at home). Seven states volunteered to pilot test the measures, and eight additional states served on the Steering Committee.

Since the initial field test, NCI has expanded its scope to include outcomes of services for children with developmental disabilities and their families, continued to develop and refine the indicators, and expanded state participation in the collaboration. As of 2010-2011, NCI is composed of 24 states and two sub-state entities. State participation in NCI is entirely voluntary.

Over time, NCI has become an integral piece of over half the states' quality management systems and aligns with basic requirements for assuring quality in HCBS Waivers. NCI states and project partners continue to work toward the vision of utilizing NCI data not only to improve practice at the state level but also to add knowledge to the field, to influence state and national policy, and to inform strategic planning initiatives for NASDDDS. Specifically, at this time, 28 states and 24 Regions or Counties use the data on individual and service outcomes to assess individual satisfaction and experience with services, benchmark system performance and track key outcomes across multiple years, services and states. The NCI framework comprises over 100 key outcome indicators that are designed to gather valid and reliable data across five broad domains: individual outcomes; family outcomes; health, welfare and rights; staff stability; and system performance. Each domain is divided into sub-domains representing specific expectations. The outcome expectation for the "Work" sub-domain, for example, is: *People have support to find and maintain community integrated employment*. The sub-domains are measured by one or more performance indicators selected by the steering committee of participating states based upon a set of criteria including face validity, usefulness as a benchmark, and feasibility to collect. Some indicators are measured using survey data gathered on a sample of individuals, while others are computed using population data available through state data systems (e.g., mortality reports). The

full list of core indicators may be viewed and downloaded on the NCI website at www.nationalcoreindicators.org.

Participation Costs

The costs of participation in the NCI program are related to conducting face to face interviews, distributing mail-in surveys, gathering and processing the NCI data. These costs vary widely from one state to another depending on: (a) sample size, the numbers of interviewees and survey respondents that are included in the review; (b) the extent to which the state contracts out or utilizes existing staff or quality assurance personnel to conduct the interviews and process the data; (c) the number of NCI survey instruments employed (e.g., Adult Consumer Survey, Adult Family Survey, Family Guardian Survey, Child Family Survey, or others); and (d) the number and type of additional quality assurance activities the state conducts in conjunction with the NCI program. As noted in the Project Description, all participating states are required to gather data for the Adult Consumer Survey.

NCI Surveys and Survey Process

A complete description of the NCI Survey Tools and process is located on the NCI website, www.nationalcoreindicators.org. Information for new states can be accessed through this link: <http://www.nationalcoreindicators.org/about/join-nci/>. Click on the following headings for more information about the program:

NCI Basics. Provides a summary of the basic data collection requirements (sample size, timeframe, etc.) for each component of NCI.

Memo of Agreement. Outlines the roles and responsibilities of NASDDDS, HSRI, and the Participating States.

Target Population:

Any Developmentally Disabled participant who has been found eligible and is funded for services will be the identified population. A sample of the population will be drawn with consultation from NCI as to who will participate in the surveys.

Adult Consumer Survey

The Adult Consumer Survey was initially developed by a technical advisory subcommittee with the purpose of collecting information directly from individuals with developmental disabilities and their families or advocates. The survey is designed to measure over half of the original 60 core indicators. Many questions were drawn from survey instruments already in use in the field; other questions were developed specifically for NCI. NCI staff routinely test and refine the instrument based on feedback from interviewers.

Organization of the Survey

The Adult Consumer Survey is composed of a pre-survey form, a background information section and two sections to be completed by the individual receiving services, and an interviewer feedback form.

The **Pre-Survey Form** collects information necessary to schedule face-to-face interviews, including contact information for consumers, and the names of guardians, advocates, or other individuals who might be asked to provide responses. The form is also used by surveyors prior to conducting the interview to: identify whether there are alternative communication or other accommodations needed; define terms or use proper names of people and places the individual would be most familiar with (such as the name of the person's case manager); and document that informed consent was obtained. In most instances, information for the pre-survey form is obtained from the individual's case manager. [Note: Individual identifying information is excluded from data submitted to HSRI.]

The **Background Information Section** requests data that would most likely be found in agency records or information systems. In most states, case managers complete this section at the same time the pre-survey form is completed. In other states, surveyors complete the section during the direct interview, or a combination of the two methods is used.

Section I of the survey includes questions aimed at obtaining individuals' expressions of satisfaction and opinions and may be completed only through a direct interview with the individual; proxy responses are not acceptable.

Section II questions are to be answered by the individual if possible. If the person is unable to respond, an advocate (e.g., family member, friend, support worker) is asked to answer. Case managers or service coordinators are not allowed to respond to these questions.

The **Interviewer Feedback Sheet** is the last page of the survey. Surveyors are asked to record the length of the interview with the individual and describe any problematic questions.

Methods

Criteria for Exclusion of Responses

All persons selected in the survey sample are given an opportunity to respond to questions in a face-to-face interview. There is no pre-screening procedure. Exclusion of responses is done at the time of data analysis, based on the specific criteria described below.

A person's responses are excluded if any of the following criteria are met:

1. The person does not respond to any questions in Section I.
2. The interviewer records that the person did not understand the questions being asked.
3. The interviewer records that the person gave inconsistent responses.

Sampling

Each state is instructed to complete a minimum of 400 interviews with a random sample of individuals over age 18 who are receiving at least one service besides case management. A sample size of 400 allows valid comparisons to be made across states with a 95% confidence level and a +/- 5% margin of error. Most states draw an over-sample greater than 400 in order to account for refusals and cases when the respondent is not available.

Successful applicants will be expected to facilitate the surveys and submit data to the NCI website where the information will be processed

Goals

- Implement surveys and process the information with NASDDDS/HSRI staff.
- Use the results of the survey to evaluate the quality of care being provided to our participants.
- Compare and contrast the information to other states who participate in the survey to establish benchmarks for outcomes.
- Establish a system that is driven by consumer outcomes

Be an annual participant in this survey and a member of NASDDDS

Specific Activities / Tasks

- Will conduct surveys as mentioned above.
- A minimum of 400 surveys to be completed and entered into the NCI data base by April 2013
- Collaboration with NCI, the Department and all relevant parties involved in implementation.

Requirements

Preference will be given to:

- Applicants that have a demonstrated knowledge of the Developmentally Disabled Population.
- Applicants that have experience collecting client level data in survey form, including sampling techniques and reasonable success with obtaining adequate response rates via follow-up methods with difficult to reach clients.
- Applicants that have the electronic means to track all the information required to implement the surveys

Note: applicant must comply with all conditions set forth in this request

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

All proposals must have the following to be considered for this award:

- **Executive Summary** (Not to Exceed One Page)
- **Table of Contents:** The table of contents shall be broken down by primary proposal components, including appendixes and MOU's, with corresponding page numbers
- **Narrative:**
 - ORGANIZATIONAL EXPERIENCE :
 1. For the applicant agency and each possible subcontracting agency, a brief paragraph describing similar projects undertaken.
 2. A description of the business background of the applicant (and all proposed subcontractors).
 3. Applicant's experience in implementing surveys and working with the Developmentally Disabled participants, families and or legal guardians.
 - STAFF EXPERIENCE AND CREDENTIALS:
 1. Applicants will provide specific detailed information on experience, credentials and how this experience will benefit in implementing and processing the surveys. This section must include a brief synopsis of job responsibilities for each staff position.
 2. Applicants will provide a protocol for staff supervision and project oversight on a daily, weekly and monthly basis in this section.
 3. Applicants shall include identification of the staffing pattern, by lead and subcontractor agencies, proposed to provide the required program services. The staffing pattern must indicate whether the position is full- or part-time; if part-time, it must indicate the number of hours per week and hours when surveys will be conducted to ensure that the availability of clients is accessed during non-traditional times and days of the week to maximize response rates.
 - WORK PLAN/ PROJECT DESIGN:
 1. Applicants will describe the agency's understanding of the State's requirements, including the results intended and desired.

2. The Work Plan/Project Design should address all of the components described under Scope of Work, as well as any technical issues that will or may be confronted in implementing the initiative.
 3. Applicants shall include a specific plan outlining how all surveys will be completed.
 4. Applicants will include a description of their process for determining how to disseminate an appropriate sample of pre-surveys in order to have 400 completed surveys.
 5. Applicants shall include a plan to pull a sample that appropriately represents the population as a whole (demographically, functionally, etc.).
 6. Applicants will describe how many surveys will be done each week and month and how to address problems should they fall behind the estimated number of completed surveys.
- DATA COLLECTION:
1. Applicants shall include a specific plan on the managing of data and the collaboration with HSRI, NCI and RI State staff.
 2. Applicants shall include a description of the applicant's expertise in computer technology and ability to upload, enter into or regularly communicate with external databases as required in this project.
 3. Applicants shall include a description of their ability to maintain the confidentiality of the individuals they survey and the contents of the surveys in their possession.

- **Appendices:**

- Letters of agreement mutually signed by the agency and any subcontractor must be appended.
- A copy of the most recent independent certified audit(s) and any accompanying management letters issued as part of the audit.
- The applicant's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurement.
- Proposals must address participant/legal guardian/family rights in the survey process

Contract Terms

The State of Rhode Island intends to award a contract for a period of two years with a state option for annual renewals of up to five additional years, for a total period of seven years, subject

to annual assessment of performance and availability of funds. Cost of living adjustments (COLAs) will be based on any enacted provider COLA contained in the State's Annual Appropriation Act, but are not guaranteed. Any other changes will be performance based and will be instituted by contract amendment. The State reserves the right to renegotiate programmatic and contractual requirements on an annual basis with the selected vendor, based on Departmental priorities. The State further reserves the right to reject any and all proposals submitted as a result of the Request, and pursue other options.

Additional Applicant Criteria

In order to be eligible to receive funding under this initiative, applicants must:

- Be a non-profit (including faith-based) corporation incorporated in the State of Rhode Island

--AND--

- Either directly, or through Department-approved subcontracts with specialty providers, demonstrates the ability to provide the Scope of Work, as noted by this proposal.
- Surveys must be provided within the state boundaries of Rhode Island.
- A copy of the Licensing application must be included in the response to this request, if licensed by the Department
- The vendor must demonstrate the capacity to implement services beginning one week after the award is made.

Preference will be given to applicants and participating subcontractors who have:

- Prior work and experience with NCI
- Demonstrate experience in and ability to conduct surveys with the Developmentally Disabled.
- Computer technology to manage the required work in this proposal
- Demonstrated work history of working collaboratively with the Department
- Having proper staff and supervisory personnel to implement the survey
- Agree to participate in trainings provided or recommended by the Department of BHDDH.

SECTION 5: COST PROPOSAL

Provide a line-item budget of the staffing and other costs associated with completing the scope of work described in this project. A description of the business background of the applicant (and all proposed behavioral health subcontractors).

SECTION 6: EVALUATION AND SELECTION

All applications received will be reviewed by an evaluation committee and ranked accordingly. The evaluation committee will evaluate all applications against stated criteria. Applications from eligible applicants will be scored according to the following competitive criterion that is

described below. Maximum Points (70 Total)

To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 49 (70%) out of a maximum of 70 technical points. Any technical proposals scoring less than 49 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 49 technical points or will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Behavioral Healthcare Developmental Disabilities and Hospitals reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Organizational Experience	10 Points
Staff experience and credentials	10 Points
Work Plan/Project Design	25 Points
Data Collection	25 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are sixty (60), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference “**RFP#7461225 National Core Indicators**” on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP#7461225 National Core Indicators**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One (1) completed and signed W-9,(please include in the original version of the proposal) which can be downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (10) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.

4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CDRom, diskette, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.